

APPLICATION CHECKLIST TO UPGRADE OR EXTEND YOUR PROFESSIONAL CERTIFICATE

1. If you are requesting your certificate be upgraded from a temporary or provisional to an Initial professional classification, the following must be submitted:

☐ **Application Form**

Completed Application for Missouri Teacher Certificate Upgrade/Extension. Sections A, E and F **must** be completed by the employing Missouri school district.

NOTE: Appropriate level of certificate (Initial or Career) will be determined by Educator Certification.

2. If you are requesting your initial certificate to be upgraded to a Career CPC certificate, the following must be submitted:

☐ **Application Form**

Completed Application for Missouri Teacher Certificate Upgrade/Extension. Sections B, E and F **must** be completed by the employing Missouri school district.

☐ **Processing Fee**

If you hold a PCI or an Initial certificate a \$35 check or money order made payable to "Treasurer, State of Missouri," is required. **PCII and CPC certificate holders do not pay this fee.**

3. If you are requesting an extension of your Initial PC certificate the following must be submitted:

☐ **Application Form**

Completed Application for Missouri Teacher Certificate Upgrade/Extension. Sections C, E, and F **must** be completed by the employing Missouri school district. **There is no fee required for this type of request.**

4. If you currently hold a Career CPC certificate and are requesting a high quality Career certificate, the following must be submitted:

☐ **Application Form**

Completed Application for Missouri Teacher Certificate Upgrade/Extension. Sections D, E, and F **must** be completed by the employing Missouri school district.

☐ **Documentation**

Two of the three must be documented:

- ✓ Verification of 10 years of approved teaching experience; or
- ✓ Master's degree in education or in an area of certification. Official transcripts **MUST** be submitted showing degrees conferred; or
- ✓ National Board Certification. Supporting documentation **MUST** be submitted

PLEASE BE SURE THAT YOUR APPLICATION PACKET IS COMPLETE! An incomplete packet will not be processed. Mail the complete application packet to:

Educator Certification
Post Office Box 480
Jefferson City, MO 65102-0480
<http://dese.mo.gov>

You can check the status of your application on our website.



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
DIVISION OF TEACHER QUALITY AND URBAN EDUCATION
EDUCATOR CERTIFICATION
POST OFFICE BOX 480
JEFFERSON CITY, MISSOURI 65102-0480
(573) 751-0051

APPLICATION FOR MISSOURI TEACHER CERTIFICATE UPGRADE OR EXTENSION

(Application will be accepted within 30 days prior to the expiration date of classification.)

SECTION I: TO BE COMPLETED BY APPLICANT

A. VITAL INFORMATION		
SOCIAL SECURITY NUMBER*		ATTACH \$35 CHECK OR MONEY ORDER (made payable to Treasurer, State of Missouri) FOR UPGRADING FROM AN INITIAL OR PCI TO A CAREER CERTIFICATE
CURRENT NAME (LAST, FIRST, MIDDLE INITIAL)		
ALL MAIDEN/FORMER NAMES		
STREET ADDRESS		
CITY, STATE, ZIP CODE		
DATE OF BIRTH	MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>	PHONE NUMBERS H () W ()
B. PURPOSE OF APPLICATION: Check appropriate box		
<input type="checkbox"/> 1. I request that my classification be upgraded from a temporary or provisional to a professional certificate. (Items A, E, & F on the reverse side must be completed by a school district official.)		
<input type="checkbox"/> 2. I request that my classification be upgraded to a Career CPC. (Items B, E, & F on the reverse side must be completed by school district official.) PCI and IPC certificate holders must attach a \$35 check made payable to "Treasurer, State of Missouri."		
<input type="checkbox"/> 3. I request an extension of my Initial PC classification. (Items C, E & F on the reverse side must be completed by a school district official.) There is no fee required for this type of request.		
<input type="checkbox"/> 4. I request a high-quality Career CPC classification; thereby exempting me from certain requirements. (Items D, E, & F on the reverse side must be completed by school district official.)		
IMPORTANT:	ORIGINAL TRANSCRIPTS VERIFYING SATISFACTORY COMPLETION OF REQUIRED COURSEWORK <u>MUST</u> BE INCLUDED WITH THIS APPLICATION IF REQUIRED.	
C. PROFESSIONAL CONDUCT (ALL questions must be answered)		
Please answer the following questions. If any of the questions are answered yes, please provide a separate statement of explanation.		
	YES	NO
1. Have you ever been charged with, convicted or entered a plea, including a plea of <i>nolo contendere</i> , to any felony or misdemeanor whether or not sentence was imposed or suspended, except minor traffic violations? If yes, explain fully.		
2. Have you ever been denied a professional license, certificate, permit, credential, endorsement, or registration?		
3. Has your professional license (except for driver's license), certificate, permit, credential, endorsement, or registration ever been disciplined, suspended, revoked, reprimanded, restricted, curtailed or voluntarily surrendered or do you have any pending complaints before any regulatory board or agency or is there any investigation or adverse action now pending against you?		
4. Have you ever resigned, been restricted, disciplined, or discharged from any position, including the armed forces, while under suspicion of having engaged in criminal, immoral, unethical behavior or unprofessional conduct, or are you under investigation for any such charge?		
*View the Social Security number disclosure.		
D. SWORN AFFIDAVIT		
I, the below named applicant, hereby affirm under penalties of perjury that I am the applicant referred to in the preceding application for a certificate of license to teach in the state of Missouri, and that all statements and enclosures are true and accurate to the best of my knowledge, information and belief. I understand that any misrepresentation of facts may result in the denial or revocation of the requested certificate(s). I submit for consideration this application as required by the Missouri law governing the practice of teaching subject to the rules and regulations of the Missouri Department of Elementary and Secondary Education and the Missouri State Board of Education. I subscribe and agree to abide by all applicable laws and rules regarding the practice of teaching. I understand that the Missouri Department of Elementary and Secondary Education may require further information or evidence that it deems reasonable and proper. Furthermore, I voluntarily consent to a thorough investigation of my present and past employment and other activities for the purpose of verifying my qualifications. In addition, I grant permission to continually access any court, FBI, or police records related to arrests and convictions related to good moral character or personal fitness pertinent to my certification, and to probation or parole records as well.		
APPLICANT'S SIGNATURE		DATE

SECTION II. RECOMMENDATION FROM EMPLOYING SCHOOL DISTRICT: (A-G to be completed by school official)**A. To be completed if applicant is upgrading their Temporary or Provisional classification to an Initial Professional classification. Documentation must be submitted verifying the completion the requirements.**

- ☐ Applicant has completed all the requirements of their Temporary Authorization Certificate.
- ☐ Applicant has completed all the requirements of their Provisional Certificate.

B. To be completed if applicant is upgrading to Career CPC classification. Requirements listed must be completed during valid dates of classification. PCI & IPC certificate holders must attach a \$35 fee (check or money order) made payable to Treasurer, State of Missouri.

- ☐ Applicant has completed four (4) years of Department of Elementary and Secondary Education (DESE) approved teaching experience.
NOTE: Teaching experience must be documented in Section E.
- ☐ Applicant has developed and implemented a professional development plan that is on file with our district.
- ☐ Applicant has participated in and successfully completed a two-year mentor assistance program (for Initial PC or PCI certificate holders).
- ☐ Applicant has participated in a beginning teacher assistance program from a Missouri college or university (for Initial PC or PCI certificate holders).
- ☐ Applicant has completed 30 contact hours of appropriate professional development and documented such hours with our district.
- ☐ Applicant has successfully participated in the yearly performance based teacher evaluation program of this district.

C. To be completed if applicant is extending the Initial PC classification. No fee is required for this type of request.

- ☐ Applicant has completed _____ years of Department of Elementary and Secondary Education (DESE) approved teaching experience.
NOTE: Teaching experience must be documented in Section E.
- ☐ Applicant has demonstrated continued progress with his/her professional development plan that is on file with our district.
- ☐ Applicant has completed _____ contact hours of appropriate professional development and documented such hours with our district. PC applicants must complete a total of 30 contact hours. CCPC applicants must complete 15 contact hours yearly.
- ☐ Applicant has successfully participated in the yearly performance based teacher evaluation program of this district.
- ☐ Applicant has participated in and successfully completed a _____-year mentor assistance program (for initial PC certificate holders).
- ☐ Applicant has participated in a beginning teacher assistance program from a Missouri college or university (for Initial PC or PCI certificate holders).

D. To be completed if applicant is requesting a high quality Career CPC classification.

- ☐ Applicant has demonstrated continued progress with his/her professional development plan that is on file with our district **AND TWO OF THE THREE FOLLOWING ITEMS:**
- ☐ Applicant has completed ten (10) years of Department of Elementary and Secondary Education (DESE) approved teaching experience.
NOTE: Teaching experience must be documented in Section E.
- ☐ Applicant has completed a master's degree in education or in an area of certification.
- ☐ Applicant has completed National Board Certification.

IMPORTANT:

An original transcript verifying conferment of a Master's Degree and/or documentation of National Board Certification must be included with this application unless they are already on file with Educator Certification.

E. Verification of approved teaching experience – To be completed by school official for all upgrading applicants.

Teaching experience must be contracted and should be at least half-time employment. Substitute teaching and serving as a teacher's aide or assistant does not qualify as teaching experience. Document here total years of teaching experience, which includes those years completed at previous district(s) as well as those years completed at this district.

Total teaching experience at previous district(s) _____ years _____ months

Total teaching experience at this district _____ years _____ months

Total approved teaching experience _____ years _____ months

F. To be completed by school official for all upgrading/renewing applicants.

I verify that _____ has provided documentation for all of the above information and the information is true and complete to the best of my knowledge.

SIGNATURE OF SCHOOL OFFICIAL	DATE	SCHOOL DISTRICT
NAME OF SCHOOL OFFICIAL	SCHOOL ADDRESS	
TITLE OF SCHOOL OFFICIAL	SCHOOL TELEPHONE	

PRIVATE OR PAROCHIAL SCHOOL IS ACCREDITED BY:

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department programs may be directed to the Jefferson State Office Building, Title IX Coordinator, 205 Jefferson Street, Jefferson City, Missouri 65102-0480; telephone number 573-751-4581.

PLEASE RETURN THIS FORM TO
EDUCATOR CERTIFICATION, POST OFFICE BOX 480, JEFFERSON CITY, MISSOURI 65102-0480.
ORIGINAL SIGNATURE REQUIRED – NO FAXES OR PHOTOCOPIES!

<http://dese.mo.gov>